

# Legal Holds: Educating Company Employees about Document Preservation

Practical Law will present a free **75-minute webinar** in which Jeffrey Nass, senior counsel for e-discovery with Boehringer Ingelheim, will discuss how to effectively train employees on how to collect, preserve, and protect relevant information in their possession.

The event will be Thursday, Nov. 17, at 1 p.m. EST.

Attendees will learn:

- Best practices for drafting and communicating a legal hold notice within and outside the US.
- Effective techniques for training company management and employees on how to identify relevant information.
- Appropriate methods for document collection to preserve metadata and track the chain of custody.
- The roles of corporate counsel and outside counsel in the legal hold process.

A brief Q&A session will follow.

Presenters:

Jeffrey Nass, Senior Counsel e-discovery, Boehringer Ingelheim  
Jeffrey Nass spearheads the e-discovery program for Boehringer Ingelheim USA, a pharmaceutical company, headquartered in Germany. Mr. Nass advises on strategy and issue resolution across all phases of the e-discovery records management (EDRM) and oversees the execution of tactical e-discovery tasks on domestic and cross-border matters. Much of Jeffrey's current work focuses on the EU Data Directive and the establishment of practical, cost effective solutions designed to satisfy US

discovery obligations while adhering to the principles of German Data Protection. With over 15 years of experience in the fields of Electronic Discovery and Records Management, Jeff has advised organizations on all aspects of evidence lifecycle management, including the development of record retention policies, legal hold strategies, discovery protocols, and document review techniques.

Ruth Marshall, Managing Editor, Practical Law Litigation  
Ruth Marshall joined Practical Law from the New York office of Winston & Strawn LLP, where she was a litigation associate concentrating on securities litigation and complex commercial litigation. She was previously a litigation associate at the New York office of Bryan Cave LLP. Ruth is the Managing Editor of Practical Law's Litigation team

**Register for the webinar.**